

Documents Required for Sanction of Building Plan in Municipal Areas

1. Scrutiny Engine

- i. Architectural Drawing as per the Smart DCR Format

2. General

- i. *Copy of the Registered **Deed of Conveyance || Lease Deed || Chain/Link Deed** (Partition Deed/Exchange Deed/Amalgamation Deed/Gift Deed / Parcha Property) etc.,

Multiple Documents Upload

Facility Condition : New /

Extension / Alteration

- ii. "Property under Will" duly certified by the Competent Authority if the land is transferred through testate succession.
- iii. *Up to date paid up Municipal Property Tax receipt of the concerned holding.
- iv. **Copy of the Final Possession Certificate along with Site Plan showing mandatory open spaces if the plot is located within Salt Lake Township (within BMC) or NDITA area.
- v. *Mutation Certificate of BLLRO/ Record-of-Rights (Parcha) from BLLRO office.
- vi. ***Clearance Certificate from the Competent Authority under the Urban Land (Ceiling & Regulation) Act, 1976. Mandatory for > 500 Sq m of Plot Area (Bastu Land)
- vii. Development Permission under WB Town & Country (Planning) Act, 1979 by the Development Authorities (if applicable)
- viii. Combined affidavit and undertaking for common passage, Power of Attorney and Indemnity Bond (as applicable for each case).
- ix. *When applicant is a Government/semi Government/Statutory Body, allotment and possession letter of the land along with the site plan, land area and boundary given by the Land Acquisition Collector / Concerned department.
- x. Copy of the previous Approved Completion Plan / sanctioned plan in case of any existing structure. (Extension / Alteration) - Multiple

- xi. Geo-technical investigation soil report – Mandatory for Medium Risk and High Risk Buildings
- xii. Test reports for stability of slope as per Rule 157 (in case of hill area only). (Hilly ULB)
- xiii. Approved Site Plan if any.
- xiv. Water supply connection and sewage disposal drawing(s) (in “.pdf” format) as per Rule 96(b) of the WBMBR, 2007 (as amended).
- xv. *Detailed Architectural drawing(s) (in “.dwg” format) duly authenticated by the technical personnel as per provision of WBMBR, 2007 (as amended) with specifications of the work. Only 1 dwg input file in 1 application. Output PDF File to have multiple Pages if required.
- xvi. Detailed Structural drawing(s) (in “.pdf” format) duly authenticated by the technical personnel as per provision of WBMBR, 2007 (as amended) with specifications of the work. Multiple File can be there.
- xvii. * FAR calculation sheet considering car parking, ground coverage, additional FAR (if any) etc.
- xviii. **Certification from the appropriate authority for claim of additional FAR for Green Building, Mass Housing Projects, Hospitals, IT Buildings, Metro Corridor etc. as per G.O. 567/MA/O/C-4/3R-2/2015 dated 28.12.2016 and Notification No. 773/MA/O/C-4/3R-2/2015 dated 01.12.2015 along with payment receipt / paid challan from certificate issuing Authority.

Mandatory when Reason for Additional FAR is Selected

- xix. Structural design calculation duly authenticated by the concerned technical personnel as per provision of the WBMBR, 2007 (as amended) along with the STAAD/ETABS analysis input and output files (soft copy).
- xx. Self-certification from technical personnel engaged by citizen for Low Risk Building or for Medium Risk Building Certification together from empanelled Structural Engineering Class II and Geo-Technical Engineer Class II.
- xxi. Demolition Permission Document from ULB

3. **Airport Authority of India**

- i. Site Coordinates Certificate (WGS84 datum) [*Condition 1: If size of plot is > 300*]

minimum 4 coordinate and maximum 10 coordinates are required. Condition 2: If size of plot is < 300 minimum 1 coordinate and maximum 10 coordinates are required.]

- ii. Site Elevation Certificate
- iii. Undertaking on Form 1A
- iv. Authorization Letter (In case application is not file by Owner/Lessee) *
- v. Permission from Airport Operator (only if sites within Airport premises) *[If Yes then File is required to be uploaded. If No then cannot proceed as this permission is must if site lies within airport premises.]*

4. National Monument Authority

- i. Elevation Document (Front Elevation) from Drawing
- ii. Section Document (Sectional Elevation) from Drawing
- iii. Typical Floor Plan from Drawing
- iv. Signature Image / pdf
- v. FirmFiles
- vi. Modern Constructions Image – Photo of proposed construction Site and Monument Photo (100m no construction) (100 – 300 m NOC) nma.nic.in (CCZM)
- vii.** Google Earth Image(Site) Google map indicating the distance from the monument +Google Lat Long marking the plot